

When applying for a single family dwelling/townhouse permit (SFD permit), you must contact the Planning Division and Public Works Department to ensure that you have met their requirements. The Planning Division and Public Works Department must sign off on the SFD permit prior to issuance from this office.

# CHECK LIST

## SFD Permit

Project Address \_\_\_\_\_

1. \_\_\_ Completed and signed SFD Permit Application
2. \_\_\_ Two (2) Complete Sets of Construction Plans including electrical, mechanical and plumbing
3. \_\_\_ Three (3) copies of the site plan indicating lot and block
4. \_\_\_ Energy calculations
5. \_\_\_ Letters from electrical, plumbing, and mechanical contractors and concrete testing company on their letterhead
6. \_\_\_ Check for filing fee

### Additional Requirements

- Permits from Public Works: 240 314-8500
  - Sediment Control
  - Storm Water Management
  - Public Works Permit
- Approval from Planning 240 314-8200
- Forestry Approval 240 314-8705
- Historic District approval if property is located in the Historic District 240 314-8200

Print clearly or type.



Single Family/Townhouse Composite Application

BUILDING

Number & Street

Lot Block Subdivision

Applicant

Last First Middle Initial

Address

No. Street City, State, Zip Phone #

Architect

Address

No. Street City, State, Zip Phone #

Contractor

Company Name Contact MONT. CO. BLDG. REG. #

Address

No. Street City, State, Zip Phone #

Property Owner

Address

No. Street City, State, Zip Phone #

Cost of Construction Finished Basement Yes No

Design Type (describe options)

Townhouse or Detached SFD

Set-Backs from Property Line to Closest Portion of Structure Front: Side Street: Rear:

Min. Side Yard: Total Side Yard: # of Off-Street Parking Spaces: Enclosed: In Driveway:

Square Footage Basement: 1st Floor: 2nd Floor: 3rd Floor: Loft: Garage Floor:

Deck: Porch: Roof: Total Square Footage Including House, Garage, Porch, All Overhangs:

ELECTRICAL

Fixtures: Switches: Receptacles: Ranges: Ovens: Water Heater: Air Conditioning:

Whirl Tub: Heat Pump: Dishwasher: Electric Dryer: Disposal: Smoke Detectors:

Fractional HP Vent Fans: Trash Compactor: Amp Service:

Master Electrician

Last Name Company Name City License #

Address

No. Street City, State, Zip Phone #

MECHANICAL

Principal Fuel Type: Natural Gas: Electrical: Propane: Fuel Oil: Tonage: List Cap of Tank:

# Furnaces: BTU's each: # of A/C Units: BTU's each: (1 Ton = 12,000 BTU)

Number of Heat Pumps: BTU's each: Manufactured Fireplaces: Diffusers, Registers, Grilles, Ducts:

Miscellaneous Units:

HVACR Contractor

Last Name Company Name City License # State License #

Address

No. Street City, State, Zip Phone #

PLUMBING

Sinks: Tubs/Showers: Water Closets: Lavatories: Water Heater: Laundry Tray:

Floor Drains: Spas/Hot Tubs: Hose Bibs: Dishwasher: Gas Logs: Miscellaneous: (Describe)

Water Meter Size: Water Tap: Sewer Tap: Sprinklered? Yes No

Master Plumber

Last Name Company Name City License #

Address

No. Street City, State, Zip Phone #

STATEMENT OF INTENT/FEE AGREEMENT

Note: Before a Building Permit is issued, permit must be obtained from Public Works in regard to street paving, water, sewer, driveway, etc., where applicable.

I hearby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the requirements of the building, plumbing, mechanical, electrical codes, zoning ordinance and all other applicable codes and ordinances of the City of Rockville. I also understand that the Permit Fees are non-refundable. I certify that a New Home Warranty has been provided to the purchaser in compliance with 31-C of the Montgomery County Code.

Owner or Authorized Agent

Address Date

AFFADAVIT - If Applicant is other than owner in fee, execute affidavit below  
State of Maryland  
County of Maryland

I hereby certify that on this day of 20 before the subscriber, a Notary Public in and for the foresaid State and County, personally appeared personally well known to me (or satisfactorily proven) whose name is subscribed to this permit application, and did swear and acknowledge that the proposed work is authorized by the owner in fee and that he is authorized to make this application.

SEAL

Notary Public

# PERMIT CONDITIONS

**1. APPROVED PLANS, WITH COMMENTS, MUST BE RETAINED ON THE JOB UNTIL THE FINAL INSPECTION HAS BEEN MADE. NO BUILDING SHALL BE OCCUPIED UNTIL ALL REQUIRED FINAL AND OCCUPANCY INSPECTIONS HAVE BEEN MADE WHERE APPLICABLE. NO INSPECTION WILL BE MADE WITHOUT THE APPROVED PLANS ON THE JOB SITE.**

2. This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. Encroachments on public property not specifically permitted under the building code, must be approved by the City. Street or alley grades as well as depth and location of public sewers may be obtained from the Department of Public Works-City Engineers Office. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restrictions.

3. The City of Rockville reserves the right to reject any work which has been concealed or completed without first having been inspected and approved for compliance to various codes by the Inspection Services Division.

4. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. This revision approval must be obtained prior to the proposed changes being made in the field.

5. Permits become invalid if construction work is not started within six months from date permit is issued. If work does not continue to progress, the permit will become invalid six months after the last inspection made.

6. All items noted on the job inspection record must be approved and signed by the appropriate agencies and the City. It will be the owner's and/or contractor's responsibility to see that the various inspections are called for and approved.

7. Approval of these plans and/or specifications by the Inspection Services Division SHALL NOT necessarily mean that these plans or specifications, are in full compliance with the City of Rockville Building Code and other Laws or Ordinances.

The ARCHITECT/DESIGNER or ENGINEER certifying these plans is charged with responsibility for the compliance of the plans with the Building Code and other Laws and Ordinances. Issuance of a permit does not constitute a waiver or variance from any law or ordinance governing this construction.

The issuance of a permit shall not prevent the Building Inspector from thereafter requiring a correction of error or violation in plans or construction. The architect or engineer shall file a verified report at completion of construction that the structure has been erected in accordance with the approved plans and all applicable ordinances. All reports shall bear the seal signed by the Architect/Engineer. (No photo copy).

8. Approval of application and issuance of a building permit does not supersede any required approvals by an architectural review committee for residential properties with restrictive covenants.

9. The applicant, owner, and/or operator of the property address under this permit, hereby consents to all necessary inspections made by the City of Rockville to enforce all existing codes, ordinances, and/or regulations of the City of Rockville.

10. This permit does not relieve the owners, or any person in possession or control of the building, from obtaining such other permits or licenses as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition.

11. Construction dumpsters must be placed on private property unless a permit is secured from Inspection Services for a dumpster in the public right-of-way.

Any individuals with disabilities who would like to receive the information in this publication in another form may contact the ADA Coordinator at 301-309-3300; TDD 301-309-3009.

Cualquier persona incapacitada que desea recibir la información de esta publicación en alguna otra forma puede comunicarse con el coordinador de ADA en el teléfono 301-309-3300; TDD 301-309-3009.



**CITY OF ROCKVILLE**  
Department of Public Works  
111 Maryland Avenue  
Rockville, MD 20850  
240-314-8500

**CONSTRUCTION OF A SINGLE FAMILY HOME (Infill, previously platted lots)  
DPW Submittal Requirements**

- \_\_\_\_\_ 1. Forest and Tree Preservation Ordinance compliance. See City Forester (240-314-8710).
- \_\_\_\_\_ 2. Submit Site Plan to Department Of Public Works (240-314-8500) for review and approval. Follow the Site Plan Development Checklist for requirements.
- \_\_\_\_\_ 3. Stormwater Management Concept Application Form.
- \_\_\_\_\_ 4. Stormwater Management

A. Quantity Control per MDE 2000 Design Manual. Typically monetary contribution based on total impervious area:

- driveway
- area of house, including decks, patios, and porches, roof, sidewalks
- ½ of the width of the right of way along street frontage

Amount: \$52,000/impervious acre (rounded to the nearest 0.01 acre).

B. Quality Control per MDE 2000 Design Manual. May receive credit, if meet standards in the MDE manual. If on-site SWM is used to provide quality control, it must be designed by a PE and a SWM maintenance easement & agreement must be recorded in the Montgomery County Land Records. If monetary contribution is the approved method for quality control, the amount is \$12,000/impervious acre.

- \_\_\_\_\_ 5. Public Works Permit Application Form
- \_\_\_\_\_ 6. Bond for Work in the Public Right of Way

To include:

- water and sewer connections
- driveway apron, sidewalks, curb/gutter, street trees, sod
- protect existing ROW – (dumpster, protect curb, utilities, etc.)

Amount: Based on City Standard Prices

## **CONSTRUCTION OF A SINGLE FAMILY HOME**

\_\_\_\_\_ 7. Public Works Fee

Amount: 8% x Public Works Bond – minimum \$200 and PW Application - \$175

\_\_\_\_\_ 8. Sediment Control Application Form

\_\_\_\_\_ 9. Sediment Control Bond

Amount: Varies

\_\_\_\_\_ 10. Sediment Control Fee (if less than 5,000 sq. ft. of disturbed area)

Amount: \$300.00

Developer has three options to secure work:

(All must be on City approved format and approved by the City Attorney)

1. Post Bond

2. Letter of Credit with Financial Institution

3. Cash

## SITE PLAN DEVELOPMENT CHECKLIST



**CITY OF ROCKVILLE**  
Department of Public Works  
111 Maryland Avenue  
Rockville, MD 20850  
240-314-8500

Project Name: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Planning Permit No.: \_\_\_\_\_

\_\_\_\_\_

### CITY USE ONLY

	Submittal Date	City Review Dates & Initials
Public Works Permit No.: _____	_____	_____
Sediment Control Permit No.: _____	_____	_____
Stormwater Mgmt. Permit No.: _____	Design	Date
Forest Conservation (FTP) No.: _____	Acceptable	_____
Building Permit No.: _____	_____	_____

#### Legend:

- ☒ Complete  
INC Incomplete/Incorrect  
NA Not Applicable

**This checklist has been developed to provide specific instructions to engineers. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so will result in less than a full first review. Consultant shall review the entire check list, prior to first submittal, and check the box in the left-hand column ("Consultant's Initial Submission") to indicate compliance. Consultant must sign the last page.**

#### TO THE ENGINEER

(1) CONTACT DPW TO OBTAIN PERMIT APPLICATIONS AND FEE REQUIREMENTS. SUBMIT APPLICATIONS AND FEES DIRECTLY TO DPW (240) 314-8500.

(2) CONTACT CITY FORESTER FOR FORESTRY/TREE ORDINANCE REQUIREMENTS (240) 314-8710.

Concurrently with the application for an SFD permit; submit two (2) copies of a site plan to the Dept. of Public Works for approval. The plan shall be signed and sealed by a Professional Engineer, Landscape Architect or Surveyor and shall contain the following minimum information:

## SITE PLAN DEVELOPMENT CHECKLIST

Consultant's  
Initial  
Submission

Rockville's  
Review

1st

2nd

### **TITLE BLOCK (containing)**

- |                          |  |       |       |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | Owner's name, address, phone and deed reference.                           | _____ | _____ |
| <input type="checkbox"/> | Builder/developer's name, address and phone.                               | _____ | _____ |
| <input type="checkbox"/> | Surveyor, Engineer or Architects name, address, phone, seal and signature. | _____ | _____ |
| <input type="checkbox"/> | Subdivision, Tax Map, Block, Parcel, Lot Number if applicable.             | _____ | _____ |
| <input type="checkbox"/> | Scale of Plan (minimum 1"=50', 1"=30' desired).                            | _____ | _____ |

### **MINIMUM SITE PLAN INFORMATION**

- |                          |   |       |       |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | North Arrow.  | _____ | _____ |
| <input type="checkbox"/> | Adjacent property owners names, deed reference and zoning.  | _____ | _____ |
| <input type="checkbox"/> | Bearings and distances of property lines.   | _____ | _____ |
| <input type="checkbox"/> | Existing and/or future roads, including road name, right of way width paving width and paving section.  | _____ | _____ |
| <input type="checkbox"/> | Area of lot or parcel and all setbacks (front, side and rear).  | _____ | _____ |
| <input type="checkbox"/> | Existing and proposed contours at 2' intervals extending a minimum of 5' beyond the property lines with final spot elevations at all four corners of the proposed buildings.  | _____ | _____ |
| <input type="checkbox"/> | Locations and dimensions of all existing and/or proposed buildings or structures on site, including height, minimum lowest cellar (BF), top of foundation elevation (TF), and finished first floor elevation (FF), and  |       |       |
| <input type="checkbox"/> | Drainage area map, including off site topography and features if necessary; storm water management, sediment control and storm drainage computations; profiles and details including 100-year flood plain limits, if any with metes and bounds descriptions of easements as necessary. (Refer to DPW Storm Water Management Checklist for additional requirements). | _____ | _____ |
| <input type="checkbox"/> | Proposed drainage conveyances (i.e., swales or pipes) including 10-year post-developed runoff computations, profiles and typical sections. Include lot to lot drainage.   | _____ | _____ |
| <input type="checkbox"/> | Proposed water and sewer mains and house connections including profiles and location and details of sanitary sewer cleanout and water meter. Include street repair (milling & overlay).   | _____ | _____ |
| <input type="checkbox"/> | Water and sewer notes and specifications as applicable.   | _____ | _____ |
| <input type="checkbox"/> | Any easement or rights-of-way over the property, including existing or proposed utilities (water, sewer, storm drainage, gas, electric, cable TV, telephone, etc.) Any proposed easements will require submittal of a separate plat and/or metes and bounds description for approval.   | _____ | _____ |

## SITE PLAN DEVELOPMENT CHECKLIST

Consultant's Initial Submission		Rockville's Review	
		1st	2nd
<input type="checkbox"/>	Existing water and sewer mains, storm drains, gas mains, telephone or electric conduits, cables or poles (identified by number).	_____	_____
<input type="checkbox"/>	Locations and dimensions of all existing and/or proposed buildings or structures on site, including height, minimum (lowest) cellar or finished floor elevation and proposed use.	_____	_____
<input type="checkbox"/>	Proposed sidewalk and parking areas including paving section and dimensions.	_____	_____
<input type="checkbox"/>	Entrance details onto roadways including reference to standard details, etc.	_____	_____
<input type="checkbox"/>	Details of landscaping.	_____	_____
<input type="checkbox"/>	Location and details of proposed fencing or accessory structures.	_____	_____
<input type="checkbox"/>	Vicinity map (Scale 1" = 2,000').	_____	_____
<input type="checkbox"/>	Details, computations and profiles, if required, of public water and sewer facilities.	_____	_____
<input type="checkbox"/>	All sheets in the set to be 24" x 36" and numbered (1 of 5, 2 of 5, etc.).	_____	_____
<b>OTHER</b>			
<input type="checkbox"/>	Submit sediment control and stormwater management plans and applications for review and approval by DPW. Contact DPW to determine specific requirements.	_____	_____

## SITE PLAN DEVELOPMENT CHECKLIST

### ADDITIONAL REQUIREMENTS

---

---

---

---

### COMMENTS

---

---

---

---

All items that are applicable to the plans being submitted for review should be checked ☒ in the left-hand column labeled "Consultant's Initial Submission." Items that do not apply should be indicated (N/A). Items that do apply but are not checked must be explained. Attach a separate sheet of paper, if necessary.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Engineering Firm

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Type or Print Name

WebDoc 9/19/2005

\_\_\_\_\_  
Title